Eastern Bank

Eastern Bank TreasuryConnect Money Transfer User Manual

This user manual provides instructions for setting up new users and accessing services found within the Money Trans Admin group and the Money Transfer group.

Within Money Trans. Admin the services are:
➢ Template Permissions (bank defined only)
➢ Approval Requirements (free form and customer defined templates)

Within Money Transfer those services are:
➢ Wire Approval
➢ Wire Input
➢ Multiple Entry
➢ Wire Report (Outgoing and Incoming)
➢ Wire Templates (bank and customer defined)
➢ Template Groups

October 2013

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I. MONEY TRANSFER

Overview

The Money Transfer system enables Corporate Customers to request money to be transferred between two accounts at different financial institutions or affiliate banks.

A. WIRE SERVICE

The Corporate Administrator will set up and maintain Wire Accounts and transaction limits per transaction/per day using the User Admin function.

i. Permitting Money Transfer to Users

The Corporate Administrator will permit the money transfer permissions and accounts to other users. To grant User Permissions and Accounts, go to the **User Administration** option and click on the **User Admin** tab:

1. Select a user from the list

2. Click on **Services** link to view the User Service Permissions. Click on Money Transfer to enable all services or click on the individual services to assign to the user.

3. Click submit.

ii. Permitting MT Accounts to Users

If still on the User Admin page, click the **Permissions** link otherwise:

1. Select **User Administration** from the drop down list.
2. Click on **User Admin** and select the User.
3. Click the **Permissions** link to assign the accounts to the user.

Bank	Acct Num	Acct Name	Curr		BR Previous Day	BR Same Day	Book Transfer	Loans	Money Transfer	Positive Pay	Stops
					☐	☐	☐	☐	☐	☐	☐
EBK	123456		USD	☐	☑	☑	☑	☐	☐	☐	☑
EBK	56789		USD	☐	☑	☑	☑	☐	☐	☐	☑
EBK	987654	Eastern Bank Demo	USD	☐	☑	☑	☑	☑	☑	☑	☑

User Account Permissions — Select All

iii. Setting Approval Limits for MT Accounts

If still on the User Admin page, click **Limits** link otherwise:

1. Select **User Administration** from drop down list
2. Click on **User Admin** and select the User.
3. Click the **Limits** link to assign limits to users.
4. Choose to keep the default amounts as they are or enter the dollar amount the user is limited to for each transaction entry in the Max Entry field (Entry/Txn)
5. Enter the dollar amount the user is limited to for all transactions for the total day in the Max Entry per Day field (Entry/Day)
6. Enter the dollar amount for which the user is limited for each transaction approval in the Max Approval field (Approval/Txn)
7. Enter the dollar amount the user is limited to for all transaction approvals for the day in the Max Approval per Day field (Approval/Day)
8. Click in the **Template Only** checkbox if you want the user to only use the account in a template, otherwise leave the box unchecked to allow free form wires. *If template only is selected, the user will not be permitted to create free-form wires.*
9. Click the **Submit** button.

Note: If the **wire** limit has been set at the Customer level, the Admin can not give a User a higher limit then what has been defined. If the User is given a higher limit they will not be able to enter more than what the Customer Level wire limit has been set at. (If the customer level has been set there will be a line under Wire Limits displaying what the limits have been set at.)

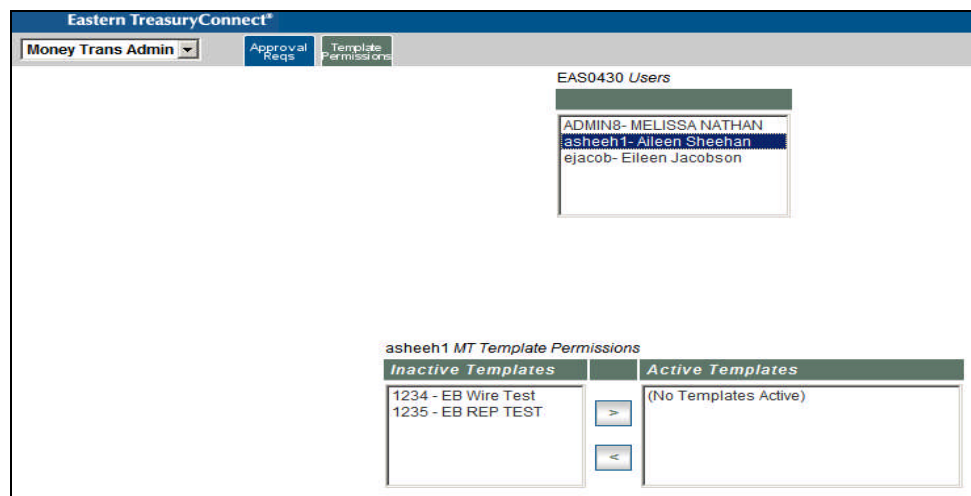| Wire Limits							
			Note: Customer Level Wire Limits are currently enabled for this Custo				
Customer Level Limits		5.00	5.00	5.00	5.00		
Bank	Account	Account Name	Entry/Txn	Entry/Day	Approval/Txn	Approval/Day	Template On
		Apply To All					☐
EBK	555555	Eastern-Bank Demo	10.00	10.00	10.00	10.00	☐
EBK	666666	Eastern Bank-Demo 2	10.00	10.00	10.00	10.00	☐

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B. TEMPLATE PERMISSIONS SERVICE

The Administrator uses the Template Permissions service to set up and maintain user permissions to the **Bank defined Money Transfer Templates**. Transaction limits and approval limits are also established and maintained on a per transaction/per day limit basis. The Administrator has access to bank defined templates that have been created and permitted by the bank, as well as templates that are created from an account for which the user has permission.

i. Permitting Bank Defined Wire Templates to Users

To grant users permission to wire templates:

1. Select **Money Trans Admin** then click on the Template Permissions tab.
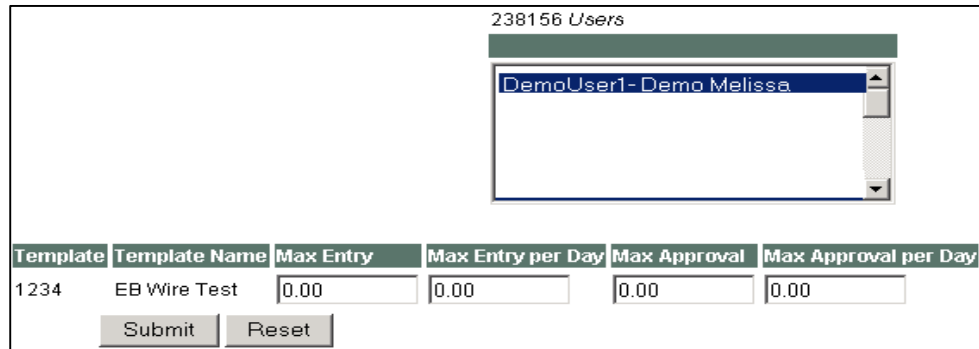

2. Select a user in the User list box

3. The Inactive and Active templates for the selected user only are displayed in the Inactive and Active Templates list boxes

4. Select the template(s) in the Inactive list box and use the right arrow button [>] to move them to the Active list box

5. Select the template(s) in the Active list box and use the left arrow button [<] to move them to the Inactive list box

![Eastern Bank logo]

ii. Setting Entry and Approval Limits for Templates Assigned to Users

1. Perform steps 1 to 4 above for Permitting Wire Templates to Users

Template	Template Name	Max Entry	Max Entry per Day	Max Approval	Max Approval per Day
1234	EB Wire Test	0.00	0.00	0.00	0.00

2. Select a single template or multiple templates in the Assigned Templates list box and click the **Change Entry/Approval Limits** button

3. Enter the total dollar amount per transaction for which the user can use this template in the Max Entry field

4. Enter the total dollar amount per day for which the user can use this template in the Max Entry per Day field

5. Enter the total dollar amount per transaction for which the user can approve this template in the Max Approval field

6. Enter the total dollar amount per day for which the user can approve this template in the Max Approval per Day field.

C. APPROVAL REQUIREMENTS

The Administrator uses the Approval Requirements service to add and manage approval settings at the account level instead of the user level. These approval requirements control the number of approvers or approval level by dollar tier also referred to as "dynamic" for free form money transfer requests and customer defined templates.
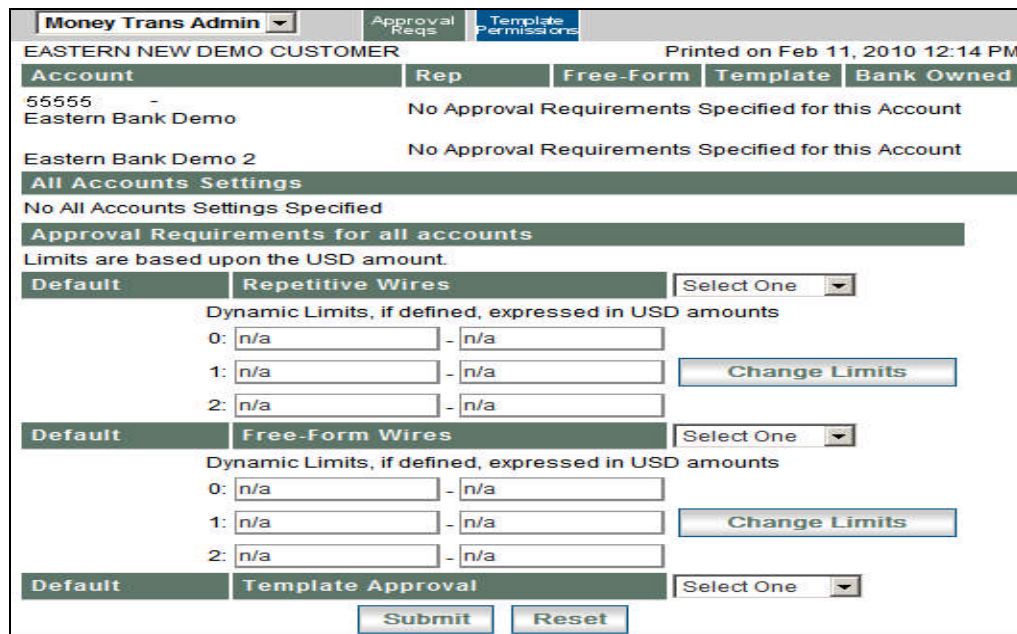
To select this service click on the **Approval Reqs** tab.

Note: Approvals set for Bank defined templates using the wire templates service override the approval requirements set for the account on the Approval requirements service.

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i. Setting up approval requirements at the account level

To set up money transfer approval settings, the Administrator must indicate the setting for each Money Transfer type. The money transfer types that are utilized are *repetitive* and *free form*. The approval settings you can choose for each money transfer type are:
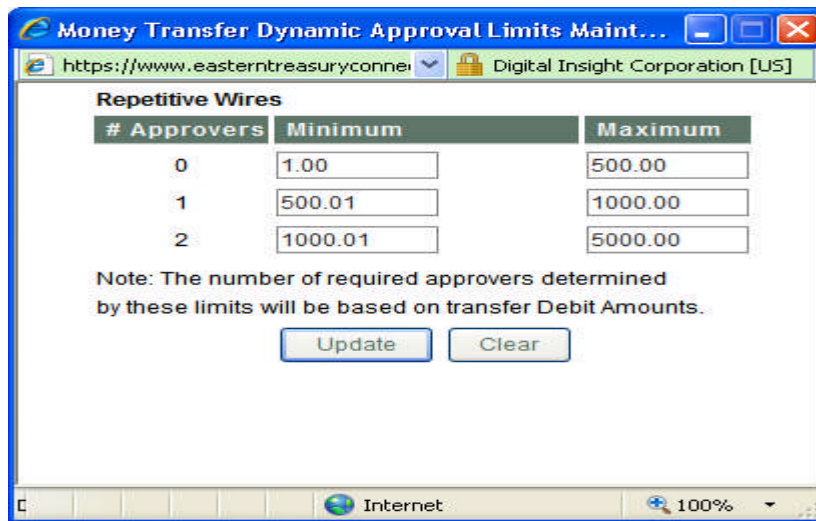
1. 0 – no one other then the user entering will need to approve the wire

2. 1 – one person must approve money transfers on this account

3. 2 – two people must approve money transfers on this account

4. Dynamic – set up the dollar amount range and approver level based on amount

5. Not available – users cannot add money transfers using this account

To set the limit for the account in the approval reqs tab following the steps below:

1. In the **Repetitive wire** section, click the select arrow and choose an option from the drop down list. If you choose dynamic, a popup box will be presented to enter the dollar limits. Dollar amounts should be entered without commas, decimals are required and need to increment up by $.01
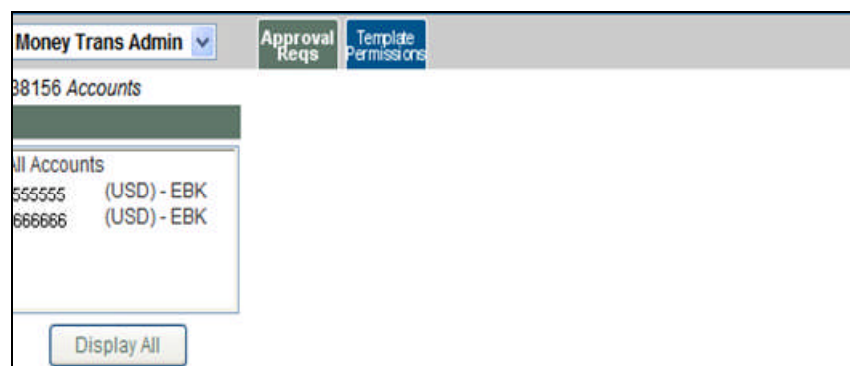
2. The **Free-form** wire section follows the same steps outlined in #1.

3. **Template approval** determines if additional approval is needed when creating a customer maintained template.

4. Once completed click the **Submit** button to save the approval requirements.

The limits that you set up in the Approval Reqs service will apply to all users set up for the wire account. The limits **do not apply to Bank defined templates**.

ii. Account Approval Requirements Report

To view what the current approval requirements setting for all accounts are set up for the wire service follow the steps below:

1. Click on the **Approval Reqs** tab in MT Admin

2. Click the **Display all** button or highlight which account to view.

3. The accounts will display the current setting and the last modified information.

II. MONEY TRANSFER SERVICE

The Money Transfer service allows the corporate user to set up customer defined templates, create template groups, input wires, input multiple wires, approve wires, approve customer templates (if required) and view reports of any transactions initiated through the TreasuryConnect system.

A. WIRE INPUT SERVICE

Corporate users use the Wire Input service to initiate a free form or repetitive money transfer. User permissions will determine whether or not a user has access to a repetitive template or a free-form template to enter money transfer information.
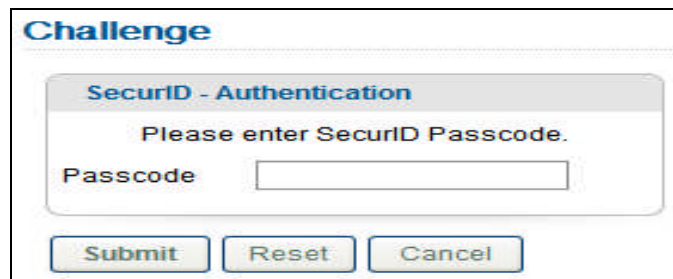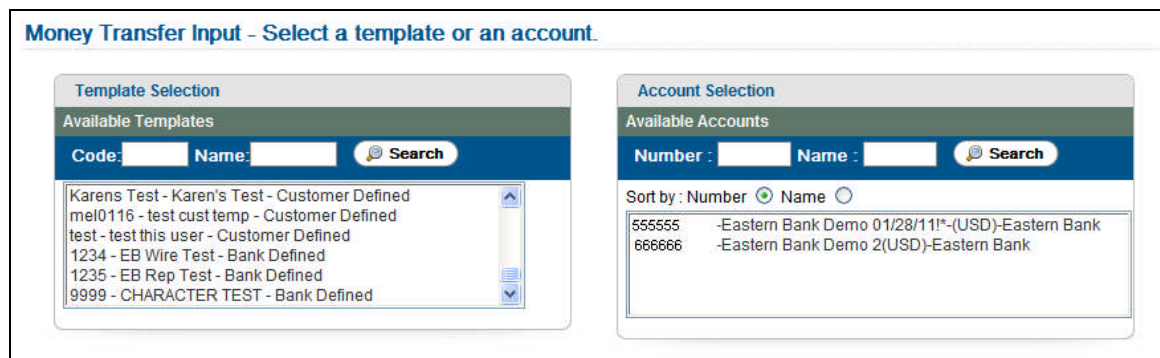
i. Inputting Wires

Click on the Wire Input Tab.

1. When you select the **Wire Input** tab a challenge pop up box will appear. Enter your PIN plus token code to access the wire input selection page. (Be sure the token code has changed from login)

2. Select the desired Bank or Customer template to use for the wire.

***If you are not permitted to initiate free form wires you will not see the Account Selection section.

1. Enter the dollar amount in the open field next to the *Amount*.

2. Enter the date on which the money transfer will be released to the bank for payment in the *Send Date* field. *Note:* You can enter a wire up to 4 business day greater that the current day on the system.

3. Enter the date the money transfer payment is to be received in the *Value Date* field.

4. Click the **Submit** button. The Wire Transfer Review page displays

5. Review the detail for the money transfer. If the information on the Wire Review page is not correct, click the **Clear** button to delete the money transfer without initiating it

6. If no further approvals are required, the system displays an **Approve** button

7. Click the **Approve** button, if the details for the transfer are correct and the wire is complete.

8. If additional approvals are required, the system displays an **Enter** button

9. Click the **Enter** button, if the details for the transfer are correct. *Note: the wire will stay in a pending status until another user approves the wire*.

10. The Wire Confirmation page displays.

ii. Inputting a Free Form Wire

To input a free form wire, select to the **Wire Input** tab. If you have been granted permission in the wire accounts service to perform free form transfers, the accounts you are permitted to will be displayed on the right side of the screen under the **Available Accounts** section.

To input a free form wire transfer, follow the steps below:

1. Select the account to be debited from the available account listing.

2. Fill in the Beneficiary account information lines. All of the fields in red are required to process the wire transfer.

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Sender	Information	
Template	no template - free form	Create Template
Initiator	ejacob - Eileen Jacobson	
Originating Party Account Name	Eastern Bank Demo 01/28/11!*-	
Originating Party Account	555555 (USD)	
Beneficiary	**Information**	
Account Name (35)		
Account Number (34)		
Account Currency	USD - US Dollar	
Address 1 (35)		
Address 2 (35)		
Address 3 (35)		
Routing	**Information**	
Beneficiary Bank		Search

Submit   Reset

3. Fill in the beneficiary bank ABA or click the search button and enter the name or part of the ABA. Once located double click on the bank and it will bring you back to the entry screen. Hit Submit

Routing	Information	
Beneficiary Bank	011301798 - EASTERN BANK	
Transfer	**Information**	
Amount		
Send Date	09/27/2011	
Value Date	09/27/2011	
Originator-to-Beneficiary	**Information**	
line 1 (35)		
line 2 (35)		
line 3 (35)		
line 4 (35)		
Bank-to-Bank	**Information**	
line 1 (35)		
line 2 (35)		
line 3 (32)		

Submit   Save as Template   Reset

4. Fill in the **dollar amount** of the transaction (US dollars only)

5. The **send date** will default to the currently processing date, but you can change it up to four business days ahead if required.

6. If you have any **originator to beneficiary information** (OBI), fill it in the lines provided. This information will go out with the wire as instructions to the receiver of the funds.

7. If there is specific **bank to bank information** (BBI) fill it in, but this field is usually only used by Eastern or if we have advised you to fill in information when an intermediary bank is used.

8. Click Submit

9. You will be brought to the wire transfer review page. Verify all of the information.

![Eastern Bank logo]

10. If any of the information is incorrect press CLEAR and the wire will not be processed. Otherwise, press the approve or enter button. If the wire requires a second approval you will see an enter button otherwise the approve button will appear.

You will be brought to the wire transfer review page. Verify all of the information
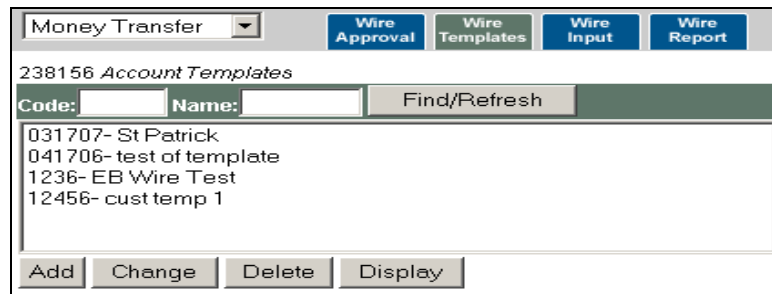
The confirmation page will appear as it does with the repetitive wire. To verify the status of your wire you can go to the Wire Report.

B. Wire Template Service

The Wire Template service allows any user, given the **MTCustTemp** permission in User Administration permissions, the ability to manage customer defined (not bank defined) templates. It allows the user to

- View the list all customer defined templates

- Add and delete templates

- View detailed template information

- Make changes to templates

- Determine if the template is available to all users or this user only

This service gives the customer the ability to define templates and create their own dollar or approval limits at the user level using the wire account service or the Approval Reqs service for limits at the account level in MT Admin.

i. Adding a Customer Defined Template

To add a customer defined template, follow the steps below:

1. On the template screen enter a template code.

2. Enter a template name

3. Click the **Add** button. The Select an account page will appear.

4. Click on one of the accounts from the drop down list

5. The template data entry screen will appear

6. .Select whether the template is for all users or only for you

7. Enter the Beneficiary Information

8. Fill in the beneficiary bank ABA or choose the search option

9. Fill in the *optional* originator to beneficiary information

10. Fill in the *optional* Bank to Bank information

11. Click **Submit**

Result: The system saves the new repetitive template

C. WIRE APPROVAL SERVICE

Corporate Users use the Wire Approval service to review and work with pending Money Transfer requests. You can perform any of the following actions for a pending transfer:

❑ Approve it
❑ Delete it
❑ Edit it

i. Approving Pending Wire Transfers

To approve all pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Send Date: Oct 04, 2013												
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	▶ ☐	▶ ☐	▶
					Total	USD		1.00				

Approve All   Submit Selections   Cancel

Screen Image of Wire Approval - Pending Transfers Page

2. Click the **Approve All** button

3. Use the **Cancel** button if you want to end the approval process

4. Click the **Submit** button to approve the transfers

5. After the approval, the Pending Transfers Confirmation page displays

To approve individually selected transfers:

1. Follow step 1 above

2. Click the red arrow in the Approve column next to a specific transfer to access the Review Pending Transfer Detail page, OR

3. Click the checkbox in the Approve column next to each transfer that you want to approve and click the **Submit Selections** button

4. Click the checkbox again to remove the check mark or use the **Cancel** button to clear all settings to checkboxes.

Send Date: Oct 04, 2013												
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	▶ ☐	▶ ☐	▶
					Total	USD		1.00				

Approve All   Submit Selections   Cancel

Screen Image of Wire Approval - Pending Transfers Page

5. When you use the **Submit Selections** button, you will access the Batch Approvals Review page

6. Review the action selected for each transfer

7. If the action is not correct, click the **Clear** button to return to the Pending Transfers List page

8. If the action is correct, click the **Submit** button to continue the approval process

9. After the approval, the Pending Transfers Confirmation page displays

10. When you use the red arrow to access the Review Pending Transfer Detail page and if additional approval is required, click the **Enter** button to continue the approval process for the selected pending transfer(s)

11. If the transfer(s) do not require any additional approval, click the **Approve** button to approve

Send Date: Sep 29, 2011									
Pend No	Bank No	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Action	Remaini
000179	2011272000099		F	EASTERN BANK 555555	test	USD	0.25	09/29/2011 12:21:30 PM EDT	approve	1
					Total	USD	0.25			

Submit   Cancel

Screen Image of Wire Approval – Pending Transfer Page

12. After the approval, the Pending Transfers Confirmation page displays

ii. Deleting Pending Wire Transfers

To delete selected pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Send Date: Oct 04, 2013													
Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	R A
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	▶ ☐	▶ ☐	▶	
						Total	USD	1.00					

Approve All | Submit Selections | Cancel

Screen Image of Wire Approval - Pending Transfers Page

2. Click the red arrow in the Delete column next to a specific transfer to access the Review Pending Transfer Detail page, OR

3. Click the checkbox in the Delete column next to each transfer that you want to delete and click the **Submit Selections** button.

4. Click the checkbox again to remove the check mark or use the **Cancel** button to clear all settings to checkboxes. This does not clear locks

5. When you use the **Submit Selections** button, you will access the Batch Approvals Review page

6. Review the action selected for each transfer

7. If the action is not correct, click the **Cancel** button to return to the Pending Transfers List page

Send Date: Sep 29, 2011										
Pend No	Bank No	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Action	Remainir
000179	2011272000099		F	EASTERN BANK 555555	test	USD	0.25	09/29/2011 12:21:30 PM EDT	approve	1
					Total	USD	0.25			

Submit | Cancel

17

8. If the action is correct click the **Submit** button to continue the deletion process

9. The Pending Transfers Confirmation page displays

10. When you use the red arrow to access the Review Pending Transfer Detail page, click the **Delete** button to continue the deletion process for the selected pending transfer(s)

11. The Pending Transfers Confirmation page displays

iii. Editing Pending Wire Transfers

To edit pending wire transfers:

1. Select the Wire Approval tab to access the Pending Transfers List page

Pend No	Bank No	Debit Account	Template	Type	Beneficiary Bank Beneficiary Acct	Beneficiary	Currency	Transfer Amount	Entry Date/Time	Appr	Del	Edit	R A
000213	2013277000003	55555 (USD) - Eastern-Bank Demo		F	EASTERN BANK 66666	eastern	USD	1.00	10/04/2013 03:17:57 PM EDT	▸ ☐	▸ ☐	▸	
						Total	USD	1.00					

Send Date: Oct 04, 2013

Approve All   Submit Selections   Cancel

Screen Image of Wire Approval - Pending Transfers Page

2. To edit a specified transfer from the Review Pending Transfers List page, click the red arrow in the Edit column next to a specific transfer to access the first Revise Pending Transfer Detail page

3. Make changes to editable fields as necessary

4. Click the **Submit** button. The system processes the transfer as a newly created transfer with validations handled as a new wire and user limits reset

   OR Click the **Save as Template** button to access the Template Maintenance page

5. Finish defining the template and save your changes. The system returns you to the second Revise Pending Transfer Detail page
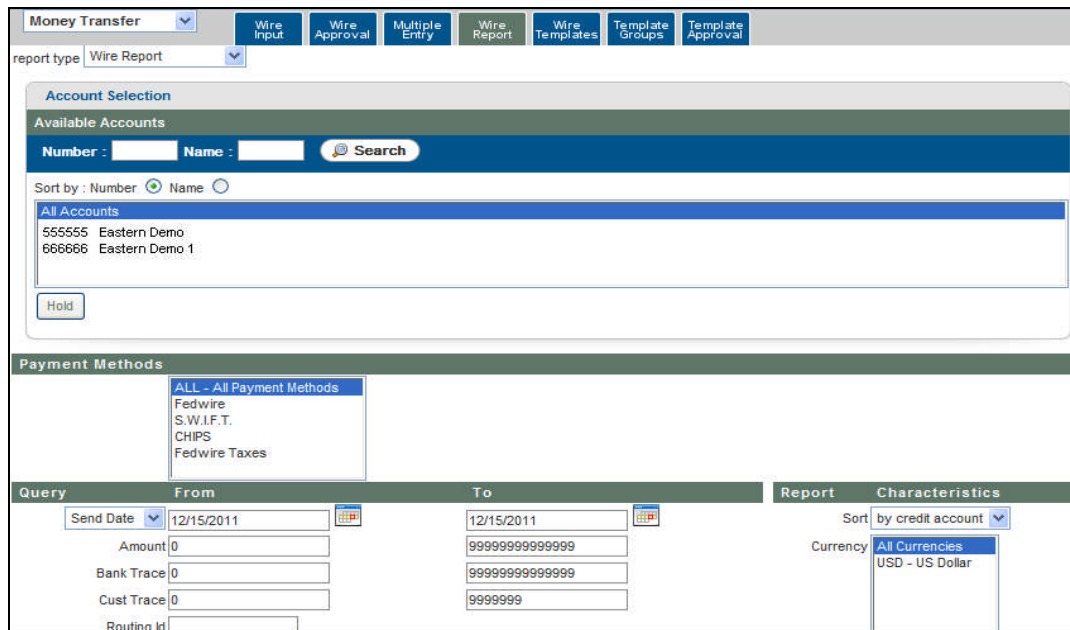
D. WIRE REPORT SERVICE

Corporate Users use the Wire Report service to either create a report of Outgoing Wire Transfer activity or Incoming Wire Transfer activity in TreasuryConnect.

i. Outgoing Wire Transfer Report

To generate a report of outgoing wire transfers in TreasuryConnect:

1. Select the Wire Report tab to access the Wire Report Selection Page. Select report type Wire Report for outgoing wires.

2. Select whether the wires you would like to view are for the send date or value date. If you initiate a wire today effective dated tomorrow the value date is the effective date of the wire.

3. Enter in the date range fields the starting and ending date to display

4. Enter in the amount range fields the minimum and maximum amounts to display

5. Enter in the bank trace range fields the lowest and highest bank trace numbers to display

6. Enter in the customer trace range fields the lowest and highest customer trace numbers to display

7. Select from the sort drop-down list field the method by which the system should sort the money transfers on this report

8. Click the **Submit** button to create the report and display the Outgoing Money Transfer Report

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Approved Transfers

Bank No	Cust No	Debit Account	Template	Beneficiary Bank Beneficiary Acct	Beneficiary Acct Name	Curr	Transfer Amount	Value Date	Pay Method	Status Fed Ref/Swift ID	Entry Metho
Send Date: Sep 12,2011											
2011255000023	000108	555555 (USD) - Eastern Bank Demo 01/28/11!*-	EB Internal Wire Sample	EASTERN BANK 666666	Eastern Bank	USD	1.00	12-Sep-11	FW	Acknowledged 20110912A1B7AA1C000035	T
					Total: USD		1.00	(1)			
					Approved Total: USD		1.00	(1)			

Report Totals

	Curr	Amount	Processed
REPORT TOTAL:	USD	1.00	(1)

9. The following are the options that may appear in the status field:

  a. Pending – wire pending approval

  b. Approved – Wire approved by not received or sent to the wire system

  c. Confirmed – Wire received by the wire system

  d. Rejected – Wire transfer was not processed by the bank

  e. Acknowledged – the wire was sent to the FED and a confirmation # received

10. Click the magnifying glass icon in the detail column to access the Processed Wire Report Detail page. Once the wire has been sent to the FED your confirmation number will appear on the bottom of the detail report.

No	Cust No	Debit Account	Template	Beneficiary Bank Beneficiary Acct	Beneficiary Acct Name	Curr	Transfer Amount	Value Date	Pay Method	Status Fed Ref/Swift ID	Entry Method	Details
ite: Sep 29,2011												
2000096	000109	555555 (JSD) - Eastern Bank Demo 01/28/11!*-		EASTERN BANK 666666	test	USD	1.00	29-Sep-11	FW	Approved	F	🖼
					Total: USD		1.00	(1)				
					Approved Total: USD		1.00	(1)				

11. View the detail information and click the **Close** button to return to the Wire Report Selection page

```
Sender's Debit Information
    Originating Party Name: Eastern Bank Demo 01/28/11!*-
 Originating Party Account: 555555        (USD)
                   amount: 1.00
                 currency: USD - US Dollar
Beneficiary's Information
                  account: 555555          - test
               address 1: main
               address 2: lynn
                   amount: 1.00
                 currency: USD - US Dollar
Additional Information
                send date: Sep 29, 2011
               value date: Sep 29, 2011
Bank Routing Information
          beneficiary bank: 011301798 - EASTERN BANK
                routing #: 011301798
           payment method: FED
Originator-to-Beneficiary Information
                      none
Bank-to-Bank Information
                      none
Control Information
            bank trace no: 2011272000096
        customer trace no: 000109
          entry cust/user: 238156 – pgalan
          entry date/time: Sep 29, 2011 - 12:14:39 PM
```

Screen Image of Wire Report – Report Detail Page

Screen Image of the FED Confirmation

```
Control Information
                bank trace no: 2011255000023
            customer trace no: 000108
              entry cust/user: 238156 - asheeh2
              entry date/time: Sep 12, 2011 - 11:15:30 AM
          approver 1 cust/user: -
          approver 1 date/time: -
          approver 2 cust/user: -
          approver 2 date/time: -
                      status: Acknowledged
                entry method: Template
               report created: Sep 29, 2011 - 03:32:47 PM
Confirmation Information
                       line 1: 110912111531H300
                       line 2: 20110912A1B7AA1C000035
                      [ Close ]
```
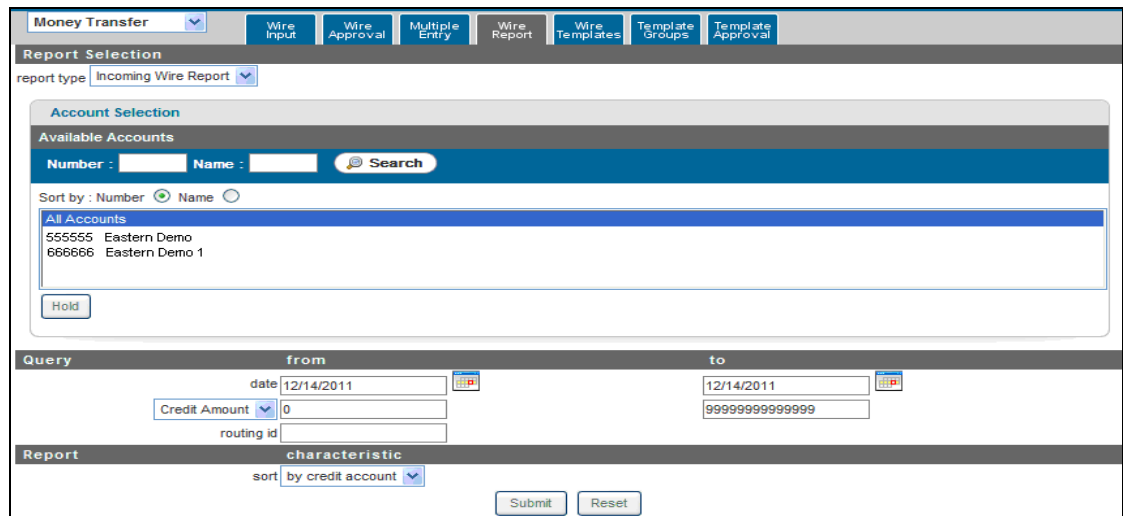
12. Use the Browser's **Back** button to return to the Wire Report Selection Page.

⇐ Back
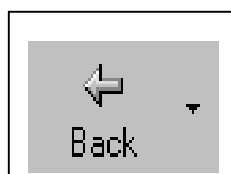
ii. Incoming Wire Transfer Report
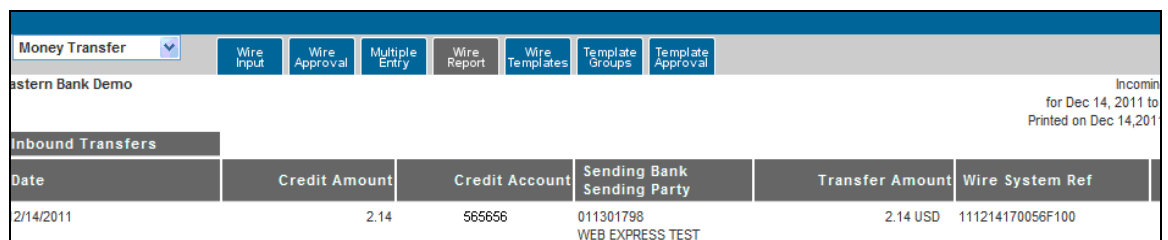
Use the Incoming Wire Report to view detail on incoming wires for 90 days. To generate a report of Incoming wire transfers in TreasuryConnect:

1. Select the Wire Report tab to access the Wire Report Selection Page. The report type is Incoming Wire Report for incoming wires.
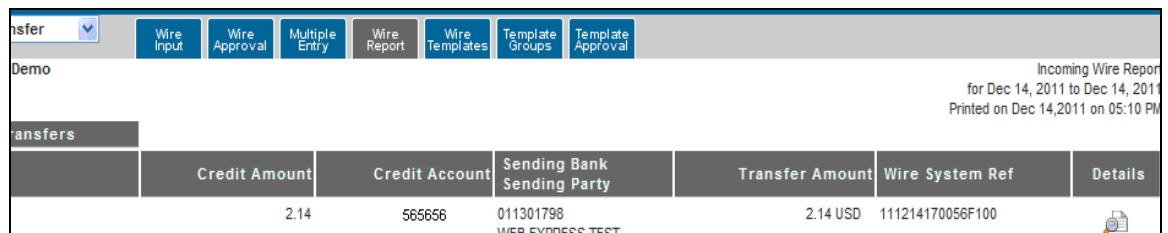
2. Enter in the date range fields the starting and ending date to display

3. Enter in the amount range fields the minimum and maximum amounts to display

4. Click the **Submit** button to create the report and display the Incoming Money Transfer Report

5. Click on the magnifying glass to view the details.

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6. View the detail information for the incoming wire and click close.

E. MANAGING TEMPLATE GROUPS

Administrators and assigned users can use the **Template Groups** service to create and manage groups of templates that you can use in the Multiple Entry service.

The permission associated with this service is TemplateGrp that the Administrator has access to under User Administration permissions
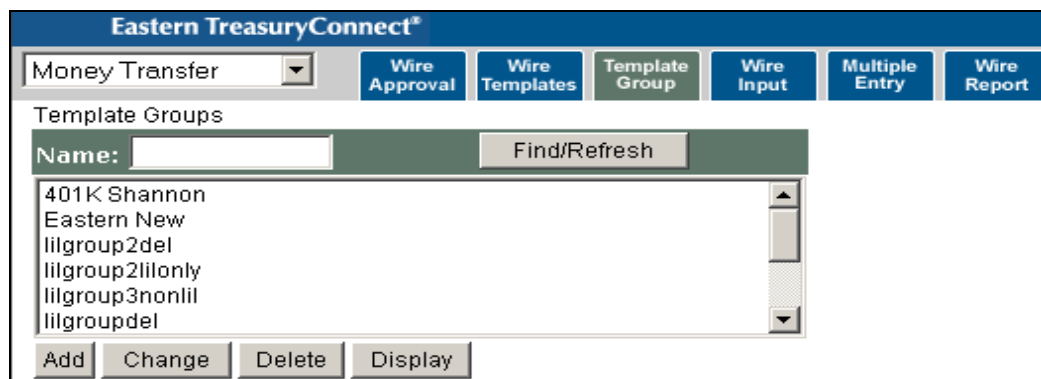
Any user with permission to the Template Group service has permission to add, change, and delete a template group. Please use caution when working with template groups that you did not define.

i. Adding Template Groups

You can add both domestic and international repetitive templates. There is no limit to the number of templates in a group, and templates can be members of multiple groups. However, you can submit only a maximum of 150 wires in a multiple entry transfer. It is recommended that you do not select more than 150 templates when adding templates to any one group.
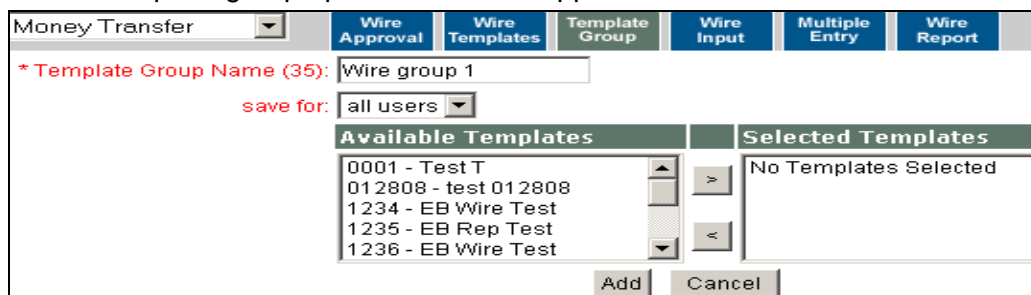
To add a new template group, follow the steps below:
1. Click the Template Groups tab
2. The template group selection page will appear

![Eastern Bank logo]

3. Type the name of your template group in the **NAME** field and click the **Add** button.

4. The template group option screen will appear.

5. Select the save for option of either **all users** or **this user**.

6. Select the templates from the **Available templates** by clicking on them and moving them to the **selected template** section using the arrow key.

7. Once all the templates are selected, click the **add** button, and you will get a message box that confirms the template was saved, then click OK to clear the screen.

ii. Deleting Template groups

You can also delete a template group using this page. To delete one or more groups, highlight the groups then click **Delete**. When the confirmation popup displays, click **OK** to complete the deletion.

F.   MULTIPLE ENTRY

Use the Multiple Entry service to enter multiple money transfer requests from a single page. The repetitive template is the only template type available in this service. The templates that display in the list are those to which the user has permission, and also permission to the debit account used in the template.

Note: When you enter money transfer data, the system does *not* accept a dash (**-**) or colon (**:**) as the first character of any field, which ensures that each wire is SWIFT compatible.

![Eastern Bank]

The permission associated with this service is MultiEntry in the User Administration permission listing.

I.   Multiple Entry Input

Use this page to enter the wire transfer date and amount for each template or template group selected, and submit the transfer for validation. If you select a template group, only the templates that are approved for use display in the template list. The header information contains the number of permitted templates and templates that are pending approval.

1.   Select the templates or groups from the listing
2.   Click the **INPUT WIRES** button. The multi input screen will appear

![Eastern Bank logo]

3. Select the wires and input the dollar amount.

4. Then you can click the **Submit selected** or **Delete selected** button

5. The recap page will appear

6. Then you can either approve, correct or cancel the entries

7. The confirmation page will appear. If the wire requires additional approvals, this information will be indicated in the **Remaining Approver** field.
8. Click the **Close** button